



OUTINGS POLICY

Policy Statement

Children benefit from being taken out of pre-school to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. We ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

Procedures

- Parents sign a general consent on the Registration Form for their child to be taken out on local short outings as a part of the routine activities of the pre-school.
- This general consent details the types of venues used for routine activities which are within walking distance and do not involve the use of public transport.
- A risk assessment for each venue is carried out, which is reviewed regularly.
- Parents are always asked to sign specific consent forms before major outings which require the use of public transport or the consumption of food that has not been prepared in pre-school.
- A risk assessment is carried out before an outing takes place. This assessment includes consideration of adult to child ratios.
- All outing risk assessments are made available for parents to see.
- A minimum of two staff should accompany children on outings. At least one of these will be qualified and have Paediatric First Aid training. A minimum of two members of staff should remain behind with the rest of the children.
- Our adult to child ratio on outings is high, normally one adult to two children.
- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- Parents who accompany us on outings are responsible for their own child only. Where parents have undergone vetting as volunteers, they may be included in the adults to child ratio and have children allocated to them.
- Staff take a mobile phone on outings, and supplies of tissues, wipes and a change of clothes as well as a mini first aid pack, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.



OUTINGS POLICY (continued)

- If we have medication for a child going on an outing, staff accompanying the children on the outing must include the key person for the child or another member of staff who is fully informed about the child's needs and/ or medication.
- Medication for a child is taken on the outing in a sealed plastic folder clearly labelled with the child's name and the name of the medication. Inside the folder is a copy of the Medication Consent Form to record when the medication has been administered.
- We apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- Staff take a list of children with them with contact numbers of parents/carers.
- During the outing, the children will each wear a wrist band bearing the name and number of the setting.
- In the unlikely event that child should become lost, our "Missing Child Procedure" will be followed.